



**Rules of
 Department of Economic
 Development
 Division 196—Landscape Architectural
 Council
 Chapter 2—Applications**

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Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 196—Landscape Architectural
Council
Chapter 2—Applications

4 CSR 196-2.010 Filing Deadline for
Examination and Registration

*PURPOSE: This rule establishes the
filing deadline for examination and
registration as a landscape architect.*

(1) All applications for examination and
registration as a landscape architect shall be
filed with the executive director by the second
Friday of March.

*Auth: section 327.609, RSMo (Cum.
Supp. 1990). Original rule filed Feb. 15,
1991, effective July 8, 1991.*



STATE OF MISSOURI
LANDSCAPE ARCHITECTURAL COUNCIL
APPLICATION FOR REGISTRATION

APPLICATION NUMBER
LA -

GENERAL INFORMATION - PLEASE READ BEFORE PREPARING APPLICATION

ALL INFORMATION ON THIS FORM MUST BE TYPEWRITTEN

INSTRUCTIONS

- Complete the application attaching all necessary documentation and sign affidavit portion.
- Refer to instruction/checklist for assistance in completing the application.
- Fees:

Application	\$ 50	Missouri Senior LA Exam	\$155
Initial Registration	\$145	Landscape Architect in Training	\$ 40
Uniform National Examination	\$295	Landscape Architect Student	\$ 20
Missouri Plant Material Examination	\$ 30	Original Certificate Fee	\$ 25
Examination Administration	\$ 20	Corporate Registration Fee	\$100
- All fees are made payable to Landscape Architectural Council Fund. Personal checks, money orders, or cashiers checks are acceptable. Anyone taking the UNE or sections of the UNE make the check payable to the University of Missouri.
- Return to:

Landscape Architectural Council	Telephone Number: (314) 751-0889
P.O. Box 471	
Jefferson City, MO 65102-0471	
- For references forwarding letters, please use the landscape architect form number in the upper right-hand corner of the application along with the applicant's name.

ATTACH
PHOTO
HERE

FOR UNE APPLICANTS ONLY

I. GENERAL INFORMATION (Indicate mailing address by checking one box below)

1. NAME (LAST, FIRST, MIDDLE INITIAL)	2. HOME TELEPHONE	3. SOCIAL SECURITY NUMBER
4. RESIDENCE ADDRESS (STREET, CITY, STATE, ZIP CODE) <input type="checkbox"/>		
5. BIRTHPLACE (CITY AND STATE)	6. DATE OF BIRTH	7. CITIZENSHIP

BUSINESS/EMPLOYMENT DATA

8. BUSINESS NAME	9. BUSINESS TELEPHONE NUMBER
10. BUSINESS ADDRESS (STREET & NUMBER, CITY, STATE, ZIP CODE) <input type="checkbox"/>	

II. REGISTRATION IN OTHER STATES

1. HAVE YOU TAKEN THE UNIFORM NATIONAL EXAMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES ▶	HOW MANY TIMES	DATE(S) TAKEN	LOCATION (CITY, STATE)
2. HAVE YOU TAKEN THE PLANT MATERIALS EXAMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES ▶	HOW MANY TIMES	DATE(S) TAKEN	LOCATION (CITY, STATE)

Below list all licenses/registration or certifications as a landscape architect you currently hold. Please attach additional information if needed.

STATE	DATE OF REGISTRATION	REGISTRATION NUMBER	HOW REGISTERED (WRITTEN EXAM, ORAL EXAM, RECIPROCITY, GRANDFATHER, EXPERIENCE, OTHER)

III. RECORD OF CHARGES, CONVICTIONS AND FINES IMPOSED ON APPLICANT

1. HAVE YOU EVER BEEN DENIED REGISTRATION IN ANOTHER STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE STATE NAME AT RIGHT	STATE NAME
2. HAVE YOU EVER HAD ANY COMPLAINTS FILED AGAINST YOU IN ANOTHER STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE STATE NAME AT RIGHT	STATE NAME
3. HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN (ATTACH ADDITIONAL SHEET IF NECESSARY)	

IV. EDUCATIONAL RECORD			
NAME OF INSTITUTION/CITY & STATE		YEARS ATTENDED FROM TO	GRADUATION DATE AND DEGREE CONFERRED
HIGH SCHOOL			
EDUCATION - LIST COLLEGE(S) OR CONTINUING EDUCATION BEGINNING WITH MOST RECENT			
NOTE: Applicant must document proof of graduation in the form of a CERTIFIED TRANSCRIPT OF GRADES. Photostatic copies are not acceptable.			
V. RELEVANT PROFESSIONAL REFERENCES			
Below list four persons from whom you are requesting letters of reference. See instruction sheet for type of reference required. Do not use relatives or council members.			
1. NAME		BUSINESS RELATION TO APPLICANT	
OCCUPATION	LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER)		
REFERENCE ADDRESS		TELEPHONE NUMBER (BUSINESS)	
2. NAME		BUSINESS RELATION TO APPLICANT	
OCCUPATION	LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER)		
REFERENCE ADDRESS		TELEPHONE NUMBER (BUSINESS)	
3. NAME		BUSINESS RELATION TO APPLICANT	
OCCUPATION	LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER)		
REFERENCE ADDRESS		TELEPHONE NUMBER (BUSINESS)	
4. NAME		BUSINESS RELATION TO APPLICANT	
OCCUPATION	LICENSE INFORMATION (HOW REFERENCE WAS LICENSED/REGISTERED, WHERE, WHEN, LICENSE/REGISTRATION NUMBER)		
REFERENCE ADDRESS		TELEPHONE NUMBER (BUSINESS)	
VI. EXPERIENCE-RELATED PROFESSIONAL			
List at least five (5) professional landscape architectural projects, including location, dates, and description.			
PROJECT	DATE	LOCATION	DESCRIPTION



4 CSR 196-2.020 Submitting an Application

PURPOSE: This rule provides procedures for obtaining an application for registration.

(1) Applications shall be typewritten on forms provided by the council and shall be accompanied by the required fee.

(2) The applicant shall—

(A) Provide sufficient documentation of his/her age;

(B) Provide documentation as to education, professional experience, results of previous landscape architectural licensing examinations, if any, and other information as the council may require;

(C) Include four (4) reference letters from a registered landscape architect, registered architect or registered professional engineer;

(D) Have at least one (1) of the reference letters from a registered landscape architect. For a period of one (1) year from the publication of these rules in the Missouri Register, the term landscape architect, as used in this rule, shall be defined as any person who has a degree in landscape architecture from an accredited school of landscape architecture, and has acquired at least three (3) years' satisfactory landscape architectural experience after acquiring that degree;

(E) Have at least two (2) of the reference letters from a current or prior employer or immediate supervisor; and

(F) Include on each application a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing the application subject to the penalties of making a false affidavit or declaration, and shall be accompanied by the required fee.

Auth: section 327.609, RSMo (Cum. Supp. 1990). Original rule filed Feb. 15, 1991, effective July 8, 1991.

(2) The council, on its own motion, may continue or defer action on any pending application and nothing in these regulations shall be construed as limiting the authority of the council in those matters.

Auth: section 327.609, RSMo (Cum. Supp. 1990). Original rule filed Feb. 15, 1991, effective July 8, 1991.

4 CSR 196-2.040 Reconsideration of Denied Application for Registration

PURPOSE: This rule provides guidelines for reconsideration when an application for registration has been denied.

(1) Each applicant whose application for registration has been denied shall be notified, in writing, of the council's decision.

(2) When information originally presented on an application does not appear to the council as conclusive or as warranting registration, the council may require other information be provided.

Auth: section 327.609, RSMo (Cum. Supp. 1990). Original rule filed Feb. 15, 1991, effective July 8, 1991.

4 CSR 196-2.030 Reviewing Applications for Registration

PURPOSE: This rule provides the guidelines used in reviewing an application for registration.

(1) In determining an applicant's qualifications for registration, a simple majority of council members voting shall prevail.